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Class Specification
for the Class:

MANAGEMENT SERVICES PROGRAM MANAGER
(MANAGEMENT SVCS PRGM MGR)

Duties Summary:

Manages a program of centralized management analysis services and integrates activities with other aspects of the overall budget, planning and management system; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for the management services branch within the State's central budget, planning and management services agency. This program is responsible for reviewing proposals for new or revised organizational structures and the distribution of functions in all executive departments to assure that efficient and effective means of organization and distribution of functions are being or are proposed to be used, recommending approval or disapproval of proposals to the Director and Governor, and justifying all recommendations.

The program is also concerned with assisting and advising executive departments in improving management and administration so as to maximize authorized resources. This includes the development or maintenance of aids for general management on a statewide basis such as the State Administrative Manual and identifying new developments in management and publicizing and encouraging their use; and, as requested, conducting intra- and inter-departmental studies of organizations, staffing, work methods, procedures, administrative and management practices and related management concerns to suggest and recommend, to responsible management officials changes for more efficient and economical operations and providing technical advice and assistance to such individuals in implementing improvements.

The position in this class is supervised by the chief of the Budget Planning and Management Division (BPMD) of the Department of Budget and Finance and supervises several analysts. The work is performed in accordance with general direction and subject to review primarily for compliance with directives and good management practices.

Personal contacts are extensive with all levels of management and with representatives of other jurisdictions to exchange information, coordinate work and to establish working arrangements.

Examples of Duties:

Plans, directs and coordinates the conduct of the State's central management services program; develops work schedules and assigns cases; develops and maintains operating and administrative procedures for the branch within the broad framework of legal, agency and divisional standards and, requirements; formulates and recommends program policy; clarifies and secures compliance with pertinent laws, executive directives, policies and procedures; confers and consults with other technical staffs of the department, and participates in cooperative efforts; supervises and reviews branch technical work and makes recommendations; initiates, supervises and conducts research projects to improve management methods and techniques, disseminates information on same and encourages their use; supervises and conducts studies of organizations, reorganization proposals, work processing systems, staffing, work methods, procedures and administrative and management practices, and directs the preparation of and prepares reports and recommendations; prepares comprehensive reports relating to the effectiveness of management in State government; reviews legislation pertinent to the program; drafts administrative bills and testimony, and prepares recommendations thereto; prepares contract specifications or advises departments regarding same for the selection of management consultant firms; follows up on consultant findings and recommendations, including reviewing recommendations; establishes and maintains effective relationships with State program managers; coordinates management studies with budget/program analytic staff to assess the cost impact of proposed management improvements or reorganizations and other issues; prepares regular and special reports; conducts staff meetings and maintains pertinent administrative housekeeping; provides for staff development and training.

Knowledge and Abilities Required:

Knowledge of: Principles, theories, practices, techniques and methods of management; functions and organizations of State government; trends and developments in management methods;

research methods and techniques; principles and practices of supervision.

Ability to: Plan, direct, conduct and coordinate the State's centralized management services program; relate the management services program to other programs and projects; coordinate efforts with budget, program planning, personnel and other officials and employees; meet, elicit the cooperation of and deal effectively with associates, committees, and representatives of other departments and organizations, including the legislature; analyze, evaluate and draw sound conclusions from available data on complex management problems; prepare clear, concise and comprehensive oral and written reports and instructions; speak effectively before groups; apply sound administrative principles and techniques; supervise lower-level analysts.

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This is first class specification for the new class
MANAGEMENT SERVICES PROGRAM MANAGER.

DATE APPROVED: 1/13/84

JAMES H. TAKUSHI
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Director of Personnel Services